



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
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BUPERS INSTRUCTION 1306.77B CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF TRANSIENT PERSONNEL
UNITS (TPUS)

Encl: (1) Revised enclosure (1), pages 4-1, 4-7, 4-8, new page
4-8a, and 6-3

1. Purpose. To transmit revised pages 4-1, 4-7, 4-8, new page 4-8a, and 6-3, which delete blood test requirement within 45 days of separation, provides timeline for Letter of Notification (LON) and Letter of Transmittal (LOT), and changes zone inspections from weekly to monthly.

2. Action. Remove enclosure (1), pages 4-1, 4-7, 4-8 and 6-3 of the basic instruction and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "E. Masso", is located below the action item.

E. MASSO
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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Electronic only, via BUPERS Web site
<http://www.npc.navy.mil/>

CHAPTER 4

ASSIGNMENT AND PROCESSING OF TRANSIENT PERSONNEL

401. ASSIGNMENT OF TRANSIENTS TO A TPU. This chapter designates transient personnel who may be assigned to a TPU for processing and sets criteria for moving personnel through the transient personnel pipeline. Transient personnel assigned to TPDs will be processed according to applicable sections of this instruction.

402. REGULAR TRANSIENTS

a. Personnel awaiting separation from the Navy under honorable conditions. Personnel received at TPUs in this status are from commands located outside of the continental limits of the United States (OCONUS) or from ships or mobile units scheduled to deploy OCONUS. Such personnel are to be separated or placed on separation leave within 7 to 10 days of arrival at the TPU. In order that personnel may be separated or placed on separation leave within 7 to 10 days, the transferring command shall:

(1) ensure that a separation physical has been conducted within the time frame required by current directives; and,

(2) transfer the individual to the TPU 7 to 10 days prior to commencement of separation leave if a ship or mobile unit is scheduled to deploy OCONUS during the period of separation leave.

b. Personnel awaiting further transfer. Personnel received at a TPU awaiting further transfer are personnel who are in receipt of Permanent Change of Station (PCS) orders and are either awaiting transportation to a deployed unit or the TPU has been directed to retain the individual on board awaiting the return or arrival of the ship or mobile unit. Ships and mobile units shall not transfer personnel in a Temporary Additional Duty (TEMADD) status to a TPU pending PCS transfer prior to movement. The ship or mobile unit will either obtain the appropriate order modification to effect transfer prior to departing or effect the PCS transfer as directed.

(1) Parent commands are responsible for processing their own personnel for ADSEP; however, when circumstances warrant, commands may request to transfer a member of their command TEMDU (not TEMADD) to a TPU to be processed/separated. Prior to transfer, the servicemember must meet minimum criteria for processing and the transferring command must have full concurrence of their ISIC and the receiving TPU. The transferring command shall ensure the separation physical is complete and forward a copy of the ADSEP package and all supporting documentation to the processing command. In cases where the separation physical cannot be completed due to operational commitments, the transferring command must advise the TPU. The transferring command should provide to the TPU the servicemember's scheduled date/time of arrival.

(2) If a member is in civilian confinement or required by civilian authorities to remain in a geographic area pending trial, the parent command may request the Regional Coordinator where the servicemember is located to designate an activity to investigate, track, and process the member for ADSEP. Upon designation from the Regional Coordinator, the parent command shall transfer the servicemember TEMDU to the designated command which may be a TPU.

(3) Servicemembers whose home of record is not Hawaii, Guam, or the Philippines shall not be separated OCONUS (including Hawaii) with an Other Than Honorable (OTH) Discharge without specific written approval of NAVPERSCOM (PERS-83). Servicemembers being discharged under OTH conditions attached to forward-deployed ships or overseas commands will be transferred to a CONUS separation activity as listed in reference (e), article 1910-812. Servicemembers in this category who are stationed in the central western Pacific area and whose home of record is Hawaii or Guam should be transferred to TPU Pearl Harbor, HI for separation.

(4) In processing ADSEPs the following time limits are recommended:

(a) When ADSEP processing is appropriate, a Letter of Notification (LON) will be issued within 5 working days. A signed copy will be forwarded to PERSUPPDET no later than the next working day.

(b) COs with discharge authority in the case, where no Administrative Board is involved, the elapsed time from the LON to the CO's Letter of Transmittal (LOT) directing separation and forwarding to PERSUPPDET should not exceed 5 working days. Total elapsed time from LON to discharge should not exceed 15 working days.

(c) COs with discharge authority in the case, where an Administrative Board is elected, the elapsed time from the LON to the CO's initial LOT directing the convening of an Administrative Board should not exceed 5 working days. Additionally, after the Administrative Board results are received, the CO's LOT directing separation and forwarding to PERSUPPDET should not exceed 5 working days. Total elapsed time from LON to discharge should not exceed 50 working days.

(d) If the discharge authority rests with COMNAVPERSCOM or Officer Exercising General Court-Martial Convening Authority (OEGCMCA) and no Administrative Discharge Board is involved, the case will be forwarded to COMNAVPERSCOM or applicable OEGCMCA within 10 working days after issue of the LON. Once the separation authority is received, the CO will forward to PERSUPPDET within 5 working days.

(e) If the discharge authority rests with COMNAVPERSCOM or the OEGCMCA and an Administrative Discharge Board is involved, the completed Administrative Discharge Board results will be forwarded to COMNAVPERSCOM or applicable OEGCMCA within 60 working days after issue of the LON. Once the separation authority is received, the CO will forward to PERSUPPDET within 5 working days.

(f) In cases requiring Secretary of the Navy's (SECNAV's) approval, the case will be forwarded to COMNAVPERSCOM within 60 days after issue of the LON. Once the separation authority is received, the CO will forward to PERSUPPDET within 5 working days.

(g) In all cases, the elapsed time from the LON to the CO's LOT either directing separation, directing the convening of an Administrative Board, or forwarding the case to higher authority, should not exceed 5 working days.

c. Members Serving Punitive Restriction. Members placed on punitive restriction by the CO/OIC of the TPU will be transferred to the disciplinary department/division and will be berthed, wherever possible, in an open bay compartment that is completely separate from other disciplinary transients (i.e., members being processed for ADSEP for disciplinary reasons, members awaiting discharge with a punitive discharge, members under investigation, or members placed in a RILA status). If a separate compartment is not feasible, a portion of the disciplinary berthing area shall be set-aside for members serving punitive restriction and the area shall be clearly identified. Members serving punitive restriction shall be issued restriction orders as outlined in appendix C.

(1) On occasion, a member being transferred to a TPU may have been awarded punitive restriction wherein the period of such punitive restriction has not expired at the time of transfer. In such cases, the transferring CO shall advise the CO/OIC of the TPU and designate the TPU as the place of restriction for the member. Upon arrival at the TPU, the member will be issued restriction orders as outlined in appendix C, prescribing the limits and conditions of restriction remaining to be served at the TPU. This provision only refers to servicemembers who would otherwise normally be transferred to a TPU in a transient status.

g. Monthly Zone Inspections. A written report of inspection results, and actions taken to correct noted discrepancies, shall be kept on file at the TPU for 2 years.

h. Quarterly Sanitation Inspection. A written report of inspection results, and actions taken to correct noted discrepancies, shall be kept on file at the TPU for 2 years.

603. LOGS. All logs maintained at the TPU shall be of the bound, consecutively numbered variety or a NAVPERSCOM (PERS-00D1) approved system electronically maintained on a computer. The following logs shall be maintained by all TPUs:

a. TPU Log. This log is a permanent record of the operation of the TPU. The TPU log will be maintained in chronological order and will be neatly hand written in ink or utilizing a NAVPERSCOM (PERS-00D1) approved electronically generated log maintained on a computer. This log will be marked "For Official Use Only." At a minimum, this log shall include the following entries:

(1) Date and times of all emergencies or emergency drills with any noteworthy actions occurring during the event;

(2) Date and times of the start and completion of all inspections. Since written reports of all inspections are required to be kept on file at the TPU, the results of inspections need not be included in the log;

(3) A record of riots, disorders, unusual events, and a chronological record of all actions taken;

(4) Results of musters to include the name, rate, and social security number (SSN (last four digits)) of any servicemember reported as an unauthorized absentee;

(5) Official visits to include name, rank, and title of official visitor and purpose of visit; and,

(6) Name, rate, and SSN (last four digits) of all transient personnel reporting to or detaching from the TPU. Larger TPUs may maintain a separate log for this information.